

On the Horizon

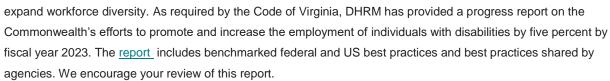
August 2019

Hiring People with Disabilities

In the past year, state agencies have made strides toward the Commonwealth's goals of employee inclusion and diversity. Hiring individuals with disabilities is part of that vision. Steps taken include:

• Employment Opportunities

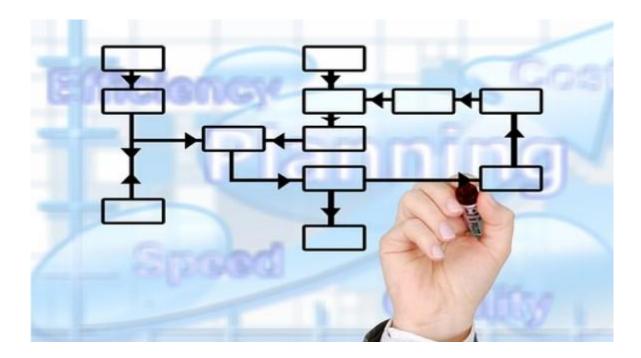
Reports: Thank you for your ongoing efforts to meet the mandate and



- PMIS Codes: The Disability coding structure was updated in PMIS for employees who voluntarily disclose their disability status. This was a commitment from the FY19 EOP Report to make it easier for agencies to capture needed data to track progress toward employment goals. Effective immediately, field labels referencing "Handicap" code will now show "Disability", with three disability codes of "Yes", "No", or "Unknown." We will be soliciting your input for further use of this data field.
- Support for National Disability Employment Awareness Month: Please join DHRM in partnership with the Department for Aging and Rehabilitative Services (DARS) to support the annual October observance led by the U.S. Department of Labor's Office of Disability Employment Policy. Throughout the month, we will educate employees and



agencies about disability employment issues and celebrate the many and varied contributions of our workers with disabilities. Visit www.dol.gov/ndeam for a toolkit of great ideas to implement in your agency.



Workforce Management

Talent Acquisition – Job Tagging: Would your agency like to feature job postings for entry-level jobs in the RMS as a part of your agency's talent acquisition strategy? Don't have many, or any, entry-level jobs? Agencies are encouraged to explore this question further, and consider what is in the best interest of your succession plans, talent acquisition strategies and the future of your agency's workforce. The RMS includes a key word/job tagging feature that can support talent acquisition strategies by highlighting these opportunities for potential applicants. By using the tagging feature, potential applicants will easily be able to identify job postings that fall into entry-level job categories. The tagging feature is simple to use and only requires an extra entry in your RMS job postings.

Enter the hashtag after the Working Title on the Job Posting or at the end of the Job Description on the Job Posting.

#COVAentryleveljobs for Entry Level jobs

Applicants will see your tagged postings highlighted on the relevant tabs on the <u>Jobs.Virginia.Gov Job Search</u> web page. Be sure to take advantage of this simple yet powerful tool for guiding applicants to where they can search and apply! Please contact the <u>Talent Management</u> team with any questions.



Workforce Planning on the Road: The 2019 Workforce Planning Roadshow will feature half-day meetings at five locations. DHRM asks that you send one to two key team members to participate in a session to learn about the workforce plan summaries, lessons learned and to gather feedback on the program. We will also preview the **FY 2019 Exit Survey Report**. Click on this <u>link</u> to register. If you have any questions, please contact <u>Sumi Lanneau</u>.

Employment Equity Initiative (EEI) Reminder: Following the launch of the new state application, agencies were given the option to use the earlier version of the application through August 31. Effective September 1, applicants will no longer be able to use the previous version to post for positions. Although the current application will remain in RMS and not "disappear", applicants will need to complete the new application in order to be considered for employment. A <u>recording</u> is available of the DHRM June EEI webinar, as well as <u>Questions and Answers</u>.

Revised Form I-9: The United States Citizenship & Immigration Services (USCIS) has released a revised version of Form I-9, Employment Eligibility Verification (07/17/17N), which all state agencies must use **beginning September 18, 2019**. Employers must continue to follow existing storage and retention rules for previously completed Forms I-9. USCIS has noted the changes to the form I-9 in a revised, easier to navigate Handbook for Employers -Guidance for Completing Form I-9 (M-274).

Performance Evaluation Reminder! The 2019 annual performance evaluation cycle ends on October 24, 2019. As October approaches, <u>keep these tips</u> in mind. Please contact the <u>Talent Management or Policy Services teams</u> for support with questions about the Performance Evaluation process.

Did You Know? DHRM offers a variety of professional Coaching Services to support state agencies, teams, leaders, and employees. Here's the <u>full story</u>.

2019 EO 109(10) Workplace Safety and Employee Health Reporting: It's that time again! Executive

Branch agencies, excluding institutions of higher education, are required by Executive Order 109(10) Workplace

Safety and Employee Health to complete an annual report of compliance with the Order's provisions by October 1. Full story.

Direct Deposit Accounts: There is nothing more convenient for employees than direct deposit of their paychecks to their bank accounts. But it is always prudent to contact employees directly if you receive an email requesting a change to an employee's direct deposit account. The Department of Accounts (DOA) reports that some agencies have experienced fraudulent emails that **appear** to be authentic relating to direct deposit accounts, often a Green Dot or other prepaid or debit card account. Taking an extra security step helps protect our employees from this type of scam. We encourage you to discuss this topic further with your agency's payroll team.

Virginia Department of Health (VDH) Partners with Capitol Square Healthcare: DHRM and VDH have entered into a

Memorandum of Understanding (MOU) for the Capitol Square Health Care Clinic to provide job-related tuberculosis screenings for appropriate VDH employees. Under the MOU, VDH will assume the costs for its employees to receive necessary occupational health services. If your agency has occupational healthcare needs and you would like to explore whether they can be met by the Capitol Square Healthcare Clinic, please contact the DHRM Office of Health Benefits by email at ohb@dhrm.virginia.gov or by phone at (804) 225-3642. Capitol Square Healthcare is located in the James Monroe Building in the city of Richmond.



Rewards

CommonHealth Announces New Weight Watchers Subsidy Program: Employees in state health plans who want to enroll in Weight Watchers (WW) are receiving a new rate for WW services. A subsidy is now built in up front to cover the cost of WW services. The new program is already showing results, with more than a 300 percent participation increase since last July. See more.

Premium Holiday Coming This Fall! As Governor Northam announced in May, there will be a one-time premium holiday this fall for state employees, retirees and Extended Coverage (COBRA) participants enrolled in state health plans. It was included in the biennial state budget passed by the General Assembly and signed by the Governor. The employee premium holiday dates for central payroll are October 16 and November 1. See details. Communications will be distributed to eligible plan participants in September.

Comings and Goings...

Two Exciting Job Opportunities!: DHRM is currently seeking to hire a Director of the Office of Health Benefits and a Director of the Office of Workers' Compensation. Gene Raney and Kristie McClaren, who currently hold these positions, are retiring at the end of the year. Please share these position openings with anyone you believe may be interested. The position

listings can be found

at https://virginiajobs.peopleadmin.com/postings/159169 and https://virginiajobs.peopleadmin.com/postings/159169 and https://virginiajobs.peopleadmin.com/postings/159743.









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